



Intern Reference Check

(Reference must be at least 18 and not related to intern)

Intern Name: _____ Internship Position: _____

The person named above has applied to intern with Northern Virginia Family Service (NVFS), a private nonprofit dedicated to helping individuals and families find new paths to self-reliance and brighter futures. Interns and volunteers are an integral to NVFS programs. Please answer the following questions honestly and return this form as soon as possible. All information is held confidential by NVFS staff.

Type of Reference	<input type="checkbox"/> Professional/School Reference - or - <input type="checkbox"/> Personal Reference						
Reference Name							
Relationship to Intern							
Phone Number and/or Email							
Date Reference Check Completed							
How long have you know him/her?							
How well do you know him/her?	Very Well Well Somewhat Very Little						
What are the candidate's three (3) biggest strengths?							
Does the candidate work cooperatively and collaboratively with others? Please give example.							
How dependable is the candidate?	Very Mostly Somewhat Needs Improvement						
How well does the candidate finish projects/responsibilities they have begun? Please rate and explain.	Very Well Well Average Fair Poor						
What is at least one (1) area for improvement?							
Is there any additional information you would like to share about this candidate?							
What is your overall recommendation for this candidate?	____ Highly Recommend ____ Recommend with Reservation (please explain below) ____ Recommend ____ Cannot Recommend (please explain below)						
Please rate the candidate's display of the following qualities with either "Yes", "Not Sure" or "No":							
	Yes	Not Sure	No		Yes	Not Sure	No
Punctual and reliable				Flexible			
Clear Communication				Professional & Accountable			
Able to work w/ a Team				Respectful			
Able to work independent				Attentive to Detail			
Takes Initiative				Honest			

Please return this form directly to:

Karen Horowitz, Director of Volunteer & Internship Engagement

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